Procurement Card Matrix

						Procurement Card Matrix																	
		녿	Records for card issuance, restrictions, purchase limit setting, and enceling Procurement Cards	Gity limits overall single purchase limits to \$2,500 and 30-day limits to 65,000 and 3	enforces single purchase, 30-day, and Approving Official Limits Demont Cards	embosses specific cardholder names on each Procurement	and enforces a Policy on obtaining, using, monitoring, and (D) rement Card charges.	lair requests future cardholder complete the Request for and form. Approving Official reviews and authorizes curement Card form, establishes single purchase and 30-adds additional Merchant Activity Code Restrictions.	orize a	Procurement Card mailed to Approving Official and cardholder must sign for receipt of card	cial authorizes o	Telephone Orders: Cardholder maintains log called the Record of Telephone Procurement Card order forms for all telephone purchases made during billing cycle. Cardholder submits the Record of Telephone Procurement Card form with monthly statement in lieu of packing slip/record.	rs. Cardholder submits copy of order form and sales receipt, if to the monthly statement	ands monthly statements to cardholder. Idea reviews monthly statements for accuracy, adds appropriate codes by transaction (if appropriate), attaches sales receipts or of itelephone logs for mail/delephone orders, signs statement and cancer at a cancer at a convenion of the sum orders of accept	δ	sends monthly summary statement to Approving Official listing all olders that have used the Procurement Card in the last billing	ficial collects all carcholder statements, reviews them, stions on purchases, signs the statement and forwards all ith attachments to department fiscal section within 10 of statement receipt from Bank	submits a Cardholders Statement of Questioned Item form to bank within five working days to dispute charges.	attaches Credit Voucher to the statement on which the credit	reports changes to name, address, and organization (i.e. sir Approving Official who will forward the information to	ns Procurement Card to Approving Official	staff review Procurement Card statements for Sales and Use ng official signature, travel policy, technology purchasing and unusual expenditures such as split transactions or ems.	1.2.1 Code of Ethics
POTENTIAL THREATS		Agency Prog	Records for canceling Pr	City limits ov \$10,000	US Bank ent	US Bank em	City maintains a	Approving O Procuremen Procuremen day limits, ar	Approving O new cardhol	Procuremen for receipt of	Approving Offi	Telephone C Telephone P Telephone P Made during Procuremen slip/receipt.	Orde able,	Cardholder r Cardholder r Cardholder r Copies of tell forwards par	Cardholder	Bank	perioc Appro resolv staten workii	Cardholder s and faxes it	Cardholder appears	Cardholder dept) to the Purchasing	Cardholder	approvictions ictions ibited i	C-55
A. Obtaining a Procurement Card				-																			
Cardholders obtain Procurement Cards when they don't have a legitimate use for the card.	T-1	Ш.	Α		ļ			A A	Α_	A						-		<u> </u>	-	Α			
Cardholders obtain Procurement Cards without appropriate supervisory approval or knowledge.	T-2		Α				-	Α	A	A						-				A		ļ	
Cardholders receive Procurement Cards without credit limits or purchasing restrictions.	T-3		A	A	А			A A															
City issues Procurement Card to persons other than active employees.	T-4		Α					A A	A	A													
City does not receive Procurement Card after employee leaves service or is transferred and the card remains active.	T-5		Α														А			A	A	ļ	
Bank issues Procurement Card without proper authorization.	T-6		Α						A														
B. Procurement Card Use												Ì				i i		+	\leftarrow	$\dot{-}$			
City/Department does not comply with Procurement Card directives (policies, procedures, other guidance).	T-7				-		A	A								-		-	-	-		A	<u> </u>
Procurement Card limits and restrictions are not matched to apparent need (i.e. financial exposure).	T-8			A	-	A	-	Α	A		-					-		-	-	-		A	-
Procurement Cards used by person other than person shown on the Procurement Card.	T-9	 			ļ			Α	-	A	<u> </u>							<u> </u>	 	4			ļ
Cardholders split transactions to avoid purchase limits.	T-10			A	А		A	Α Α	A							A	A					A	
Cardholders acquire goods and services that are unauthorized and intended for personal use or gain.	T-11							A								Α.	A					A	
Cardholders make purchases that are not permitted by law, regulation, or policy. Cardholders make purchases of authorized goods or services at terms (e.g. price and quantity) that are excessive and/or are for a questionable need.	T-12							A			A	A	Α		A	A						A	
Cardholders alter documents to legitimize purchases.	T-14						,	A							А	A	А						
Cardholders make purchases from sources where City/department has established an open purchase order or source is restricted.	T-15							Α.									A						
Cardholders collude with vendors to provide City funds for goods and services not provided and the two share the profit.	T-16							Α.									A						
Approving Officials and Cardholders collude to misuse Procurement Cards.	T-17							Α .														A	1
Cardholders make purchases from vendors where they or the approving official have a conflict of interest.	T-18						· · · ·																A
Cardholders are unaware of the proper use and allowable activities for Procurement Cards.	T-19				†		T .	Δ								+	Α.			†			
Cardinologis are unaware or the proper use and allowable activities for Procurement Cards. C. Monitoring	1-19								1			1				+	A	 	 	 			
Inappropriate transactions are not identified. Approving Officials have an unmanageable span of control (responsible for too many cardholders) and cannot properly oversee cardholders.	T-20 T-21															A	A					A	
Cardholder supervisors are not aware of expenditures made by cardholders.	T-22																						
City does not receive or control products with unique identifiers (i.e. serial numbers) purchased with Procurement Cards. D. Invoice Payment	T-23																		<u></u>	ļ _			
Cardholders are not aware of expenditures shown on their Procurement Card.	T-24													A A	А	_							-
Monthly statements are not accurate, expenditures are not legitimate, and expenditures are not supported by adequate documentation	. T-25				ļ		ļ					ļ	ļ			A	Α	<u> </u>				Α	-
City/Departments make late payments for Invoices and miss opportunities to maximize prompt payment incentive.	T-26						-				-											ļ	
City's payment for all Procurement Cards do not match the amounts stated in bank invoices.	T-27				ļ		ļ		-		-							ļ		<u> </u>		A	ļ
City Departments obtain non-US Bank issued Procurement Cards or credit cards with Finance Department knowledge or approval.	T-28						-																
City processes payment without adequate documentation.	T-29							Α							А	Α	A					A	
City processes payment without appropriate signature approval.	T-30																		\perp			A	
E. Disputing Charges/Returns City does not receive credit for disputed charges.	T-31						, A	Α.										A	А			A	
City does not receive credits for returns.	T-32						-	A										Α	Α			Α	